

Navy LPO Recall Process

(Certification Errors)

WAWF V3.0.5 features a new invoice recall process. For certification errors, DFAS will now make invoices available for recall by the LPO instead of rejecting the invoice to the Vendor. Rejecting invoices to a Vendor updates the invoice received date and resets the Prompt Pay clock. This should only occur when there is an actual Vendor error.

DFAS will make an invoice recallable for the following certification errors:

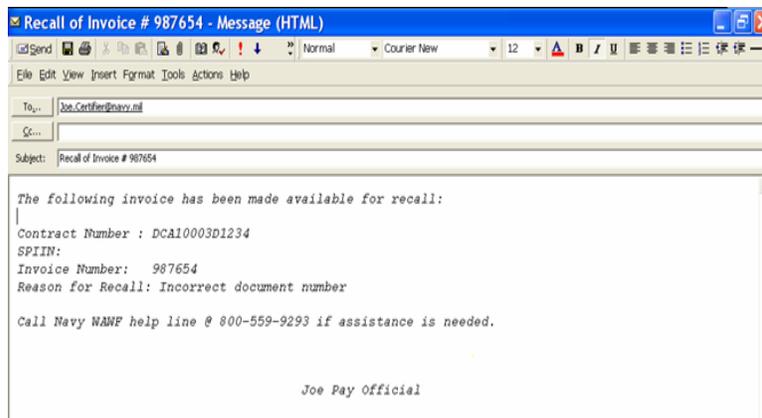
- AAA missing/invalid
- ACRN missing/invalid
- REQ number missing/invalid
- Insufficient/Missing obligations

Invoices available for LPO recall will be found in the History folder. **It is imperative that LPOs search for recallable invoices in the History Folder every day.** In addition, DFAS will send an email (through the DFAS Outlook account) to the LPO address listed on the invoice when an invoice has been made available for recall. The email will include the following:

- Contract number
- Delivery Order number
- Invoice number
- Reason for recall
- Navy WAWF help line number

Local Processing Official (LPO) Process

1. Check for email from DFAS Pay Official. Make note of contract information and reason for recall.



Note: If there are no messages from DFAS, login as LPO in WAWF to check for invoices available for recall.

2. Login to WAWF as LPO

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3. Select the Access History by DoDAAC link. Enter search criteria to find invoice.

Search For	
<input checked="" type="radio"/> Active Documents	<input type="radio"/> Archived Documents
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
DoDAAC/CAGE *	Vendor CAGE / Vendor CAGE E
Select Location Code <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Type Document	Status
All Documents <input type="text"/>	Certified <input type="text"/>
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

- Ensure that the Active Documents radio button is selected.
- Enter DoDAAC to search
- Enter a status of 'Certified.'
- The default search will only pull up documents within the last 30 days. To find an invoice older than 30 days, enter a beginning and end date range in the date fields.

4. Identify invoice that needs to be recalled from the LPO History folder.

5. Click on 'R' to recall the invoice in the LPO History Folder.

Recall Invoice	Void Invoice	Amount
R		\$360.00

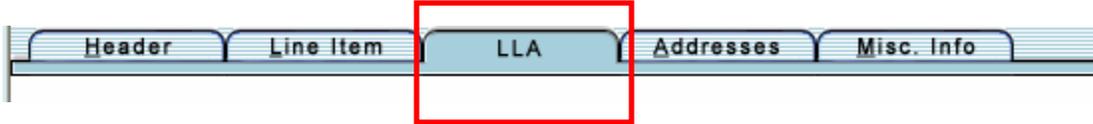
6. Click on Misc Info tab. See comments for recall.

Payment Official Information

Name: Gov Pay Title: pay Phone #: 1111111111 DSN: Email: wawf_undel@ecedi.nit.disa.mil Org Email: wawf_undel@ecedi.nit.disa.mil	Date of Action: Action(s):
Comments: LPO error. Making available for LPO recall because incorrect ACRN used. Please correct and recertify.	

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7. Click on the LLA Tab.



8. Make corrections to the LLA information as noted in either the DFAS email or the comments field of the invoice.

Header	Line Item	LLA	Addresses	Misc. Info
INVOICE 2-in-1				
- CONTINUATION SHEET				
* = Required Fields				
Contract Number	Delivery Order	Shipment Number	Invoice Number	
N00014003P1111		0001	0001	
An LLOA is required per CLIN/SLIN. The ACRN, SDN, and AAA fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY.				
<input checked="" type="radio"/> Document Level <input type="radio"/> Line Item Level				
Agency Qual. Cd:	DD	Def Ag Alloc Recp:	Cost Code:	
Dept Indicator:		Job/Wrk Order Cd:	Cost Alloc Code:	
Transf from Dept:		Sub-Allot Recpt:	Classification Cd:	
Fiscal Year Ind:		Work Cnt Recpt:	DoD BACC Shrthd:	
Basic Symbol No:		Maj Reimb Src Cd:	Doc/Record Ref Id:	N00014003P1111
Limit/Sub Head:		Reimb Source Cd:	ACRN:	AA
Fund Code:		Cust Ind/MPC:	Acct Install No:	N68688

9. Resubmit invoice.

**For questions or assistance please call the NAVY WAWF Assistance Line:
1-800-599-9293.**